

INSTRUCTIONS FOR COMPLETING SF 295 SUMMARY SUBCONTRACT REPORT

GENERAL INSTRUCTIONS: The following information supplements and clarifies the instructions on the back of the SF 295. The Standard Form (SF) 295, Summary Subcontract Report, is a **summary** of ***ALL CONTRACTS THAT A CONTRACTOR HAS WITH THE U.S. ARMY CORPS OF ENGINEERS***. The contractor is to submit one SF 295 for all Corps contracts containing subcontracting plans; not one for each contract. If your firm has several contracts with different Corps Districts, list the contract numbers in Block 15, "Remarks". One copy of your SF 295 is due in the Corps of Engineers District(s) no later than 22 days after the end of each reporting period. For the reporting period ending March 31, the due date is April 22. For the reporting period ending September 30, the due date is October 22.

All reports submitted at the **closed of each fiscal year** (both individual and commercial plans) shall include a breakout, in the Contractor's format, of subcontract awards, in whole dollars, to small disadvantaged business concerns by Standard Industrial Classification (SIC) Major Group. This additional reporting requirement applies to contracts that have FAR Contract Clause 52.219-9 dated **January 1999** or **October 1999**. If your contract has a FAR Contract Clause 52.219-9 dated before January 1999, this requirement does not apply.

SPECIFIC INSTRUCTIONS: The SF 295 tracks subcontract awards for the Government's **current fiscal year**, which runs from October 1 through September 30th. For the reporting period ending March 31, the report will summarize all subcontract awards for the first six months, October 1 through 31 March. For the reporting period ending September 30th, the report will summarize all subcontract awards from October 1 through 30 September.

Block 1

Provide complete name and address of company. Do not use abbreviations.

Block 2

Contractor Identification Number – enter your nine-digit Data Universal Numbering System (DUNS) number for the address in Block 1. If DUNS is not known, please refer to the instructions on the back of the SF 295 for obtaining one.

Block 4

Check appropriate block for reporting period that report is submitted and fill in current Fiscal Year.

Block 5

Check appropriate block for type report, i.e. Regular, Final or Revised.

Block 6

Should look like this: ☒ ARMY - COE

Block 7

Check appropriate block, i.e., Prime Contractor, Subcontractor or Both

Block 8

Check appropriate block based on type of subcontracting plan firm has with Corps of Engineers

Block 9

Identify major product or service lines, e.g., Heavy Construction, General Contractor, Architect-Engineer Services, Mapping and Surveying, Electrical and Mechanical Contractors, Environmental Engineering, Consulting Services, Research and Development, Studies and Analysis, Environmental Consulting and Management, Hazardous Waste Remediation, Systems Engineering, Systems Design, Dredging, Marine Construction, Project Management, etc.

Blocks 10a through 14

“Cumulative Fiscal Year Subcontract Awards -- As indicated in Block 4”

For the reporting period ending March 31, enter whole dollars and percentage for all subcontract awards from October 1 through 31 March of the current fiscal year. For the reporting period ending September 30th, enter whole dollars and percentage for all subcontract awards from October 1 through 30 September of the current fiscal year. (Note: These dollars should include all subcontract awards resulting from contracts or subcontracts, regardless of dollar amount received from the Corps of Engineers.

Block 15

Remarks

List contract numbers. Explanation why subcontracting goals are not being achieved. This is especially important if the report reflects zero dollars awarded to small business, small disadvantaged business, and women-owned small business concerns.

Block 16

Name, title and telephone number of the contractor's official who administers their Subcontracting Program.

Block 17

Must be signed by a corporate officer of the company.

Distribution

If you have contracts with more than one Corps District, you might want to maintain the original for your records and send a copy to each contracting officer or his designee at those districts.

Send copy to your SBA Commercial Market Representative. Refer to back of the SF 295 obtaining correct address.